

# **STATE PERSONNEL BOARD AGENDA**



**AUGUST 8, 2008**

**SACRAMENTO, CA**



## MEMORANDUM

**DATE:** July 24, 2008

**TO:** ALL INTERESTED PARTIES

**FROM:** STATE PERSONNEL BOARD – Executive Office

**SUBJECT:** Notice and Agenda for the August 8, 2008, Meeting of the State Personnel Board

PLEASE TAKE NOTICE that on August 8, 2008, at the offices of the California State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814, the State Personnel Board will hold its regularly scheduled meeting.

The attached Agenda provides a brief description of each item to be considered in closed or public session. Closed sessions are closed to members of the public. All discussions held in open sessions are open to those interested in attending. Interested members of the public who wish to address the Board on an open session item may request the opportunity to do so.

Should you have questions or wish to obtain a copy of any materials related to items considered in the open sessions, please visit the SPB website at [www.spb.ca.gov](http://www.spb.ca.gov) or contact staff in the Secretariat's Office via mail at State Personnel Board, 801 Capitol Mall, Room 566, Sacramento, California 95814 or by calling (916) 653-1028.

Secretariat's Office

Attachment



**CALIFORNIA STATE PERSONNEL BOARD**

801 Capitol Mall • Sacramento, California 95814 • [www.spb.ca.gov](http://www.spb.ca.gov)

ARNOLD SCHWARZENEGGER, Governor



**BOARD MEETING – AUGUST 8, 2008<sup>1</sup>**

**8:00 a.m. – 11:30 a.m.  
(Or upon completion of business)**

**ALL TIMES ARE APPROXIMATE**

**Public and Closed Session Location**

801 Capitol Mall, Room 150  
Sacramento, CA 95814

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<sup>1</sup> Sign Language Interpreter will be provided for Board Meeting upon request – contact Secretariat at (916) 653-1028.

**OPEN SESSION OF THE STATE PERSONNEL BOARD**

**8:00 a.m.**

- 1. ROLL CALL**
- 2. REPORT OF THE EXECUTIVE OFFICER**  
- Suzanne M. Ambrose
- 3. REPORT OF THE CHIEF COUNSEL**  
- Elise S. Rose
- 4. REPORT ON LEGISLATION**  
- Carol Ong
- 5. REPORT ON THE CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM**
- 6. REPORT ON THE HUMAN RESOURCES MODERNIZATION PROJECT**  
- HR MOD Representative
- 7. DISCUSSION OF UPCOMING BOARD MEETING SCHEDULED FOR SEPTEMBER 3, 2008, IN SACRAMENTO, CALIFORNIA.**
- 8. NEW BUSINESS**  
Items may be raised by Board Members for scheduling and discussion for future meetings.

**8:15 a.m.**

**CLOSED SESSION OF THE STATE PERSONNEL BOARD**

- 9. EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, AND OTHER APPEALS**  
Deliberations to consider matters submitted at prior hearing.  
[Government Code Sections 11126(c)(3), 18653(3)]
- 10. DELIBERATION ON NON-EVIDENTIARY CASES AND ADVERSE ACTIONS, DISCRIMINATION COMPLAINTS, AND OTHER PROPOSED DECISIONS SUBMITTED BY ADMINISTRATIVE LAW JUDGES**  
Deliberations on proposed, rejected, remanded, and submitted decisions, petitions for rehearing, and other matters related to cases heard by Administrative Law Judges of the State Personnel Board or by the Board itself.  
[Government Code sections 11126(c)(3), 18653]

9:30 a.m.

**OPEN SESSION OF THE STATE PERSONNEL BOARD**

11. **HEARING - DEPARTMENT OF TRANSPORTATION'S CAREER EXECUTIVE ASSIGNMENT (CEA) PROPOSALS UNDER CONSIDERATION (Multiple Districts)**
- State Personnel Board Representative
  - Department of Transportation Representative
  - Professional Engineers in California Government (PECG) Representative

Staff from PECG have requested a hearing to discuss multiple CEA proposals that were listed on the March 25, 2008, State Personnel Board Agenda. PECG requests to address the five-member Board and interested parties.

10:00 a.m.

12. **ORAL ARGUMENT**  
In the matter of **CASE NO. 07-2189A**. Appeal from non-punitive termination. Vocational Instructor (Welding). Department of Corrections and Rehabilitation.

10:30 a.m.

**CLOSED SESSION OF THE STATE PERSONNEL BOARD**

13. **EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, AND OTHER APPEALS**  
Deliberations to consider matters submitted at prior hearing.  
[Government Code Sections 11126(c)(3), 18653(3)]
14. **DELIBERATION ON NON-EVIDENTIARY CASES AND ADVERSE ACTIONS, DISCRIMINATION COMPLAINTS, AND OTHER PROPOSED DECISIONS SUBMITTED BY ADMINISTRATIVE LAW JUDGES**  
Deliberations on proposed, rejected, remanded, and submitted decisions, petitions for rehearing, and other matters related to cases heard by Administrative Law Judges of the State Personnel Board or by the Board itself.  
[Government Code sections 11126(c)(3), 18653]
15. **PENDING LITIGATION**  
Conference with legal counsel to confer with and receive advice regarding pending litigation when discussion in open session would be prejudicial.  
[Government Code sections 11126(e)(1), 18653.]

California Highway Patrol, et al. v. State Personnel Board, et al.  
Sacramento Superior Court  
Case No. 34-2008-00002G14-CU-WM-GDS

California Department Corrections and Rehabilitation, et al. v. State Personnel Board, et al.  
Sacramento Superior Court  
Case No. 34-2007-00883875-CU-WM-GDS

Patrick McCollum v. State of California  
United States District Court, Northern District of California  
Case No. C 04-03339 CRB

Plata, et al. v. Schwarzenegger, et al.  
Case No. C01-1351 THE

CCPOA and SEIU Local 100, et al. v. Arnold Schwarzenegger, et al.  
Case No. 03-3740

16. **RECOMMENDATIONS TO THE LEGISLATURE**  
Deliberations on recommendations to the Legislature.  
[Government Code section 18653]
17. **RECOMMENDATIONS TO THE GOVERNOR**  
Deliberations on recommendations to the Governor.  
[Government Code section 18653]

**PUBLIC SESSION OF THE STATE PERSONNEL BOARD**

**BOARD ACTIONS:**

18. **ADOPTION OF THE STATE PERSONNEL BOARD SUMMARY MINUTES OF THE JUNE 24 AND JULY 8, 2008, BOARD MEETINGS.**
19. **RESOLUTION EXTENDING TIME PURSUANT TO GOVERNMENT CODE SECTION 18671.1**
20. **EVIDENTIARY CASES**

**A. BOARD CASES SUBMITTED**

These items have been taken under submission by the State Personnel Board at a prior meeting.

- (1) **CASE NO. 06-2469**  
Appeal from demotion  
**Classification:** Correctional Lieutenant

**Department:** Department of Corrections and Rehabilitation  
Proposed decision taken under submission at the July 22, 2008 board meeting.

- (2) **CASE NO. 06-2521**  
Appeal from 10 work day's suspension  
**Classification:** Correctional Sergeant  
**Department:** Department of Corrections and Rehabilitation  
Proposed decision taken under submission at the July 22, 2008 board meeting.

- (3) **CASE NO. 06-0817A**  
Appeal from dismissal  
**Classification:** Industrial Relations Counsel IV  
**Department:** Department of Industrial Relations  
Proposed decision rejected March 25, 2008.  
Transcript prepared.  
Oral argument set for June 9-10, 2008, Sacramento.  
Oral argument continued.  
Oral argument heard July 8, 2008, Sacramento.  
Case ready for decision by FULL Board.

**B. ORAL ARGUMENTS**

These cases will be argued at this meeting or will be considered by the Board in closed session based on written arguments submitted by the parties.

- (1) **CASE NO. 07-2189A**  
Appeal from non-punitive termination  
**Classification:** Vocational Instructor (Welding)  
**Department:** Department of Corrections and Rehabilitation

**C. CHIEF COUNSEL RESOLUTIONS, REMANDS, STIPULATIONS, OTHER**

- (1) **CASE NO. 07-3332**  
Request for Order to Show Cause against the Department of Transportation.
- (2) **CASE NO. 06-1338B**  
Request for Order to Show Cause against the Department of Industrial Relations

**D. ADMINISTRATIVE LAW JUDGES' PROPOSED DECISIONS**

The Board Administrative Law Judges (ALJ) conduct evidentiary hearings in appeals that include, but are not limited to, adverse actions, medical terminations, demotions, discrimination, reasonable accommodations, and whistleblower complaints.

**PROPOSED DECISIONS AFTER HEARING**

These are ALJ proposed decisions submitted to the Board for the first time.

- (1) CASE NO. 08-0122**  
Appeal from dismissal  
**Classification:** Parole Agent  
**Department:** Department of Corrections and Rehabilitation
- (2) CASE NO. 07-2948**  
Appeal from termination with fault  
**Classification:** Custodian  
**Department:** Department of General Services
- (3) CASE NO. 07-3924**  
Appeal from rejection during probation  
**Classification:** Psychiatric Technician  
**Department:** Department of Developmental Services
- (4) CASE NO. 07-0513**  
Appeal from two work day's suspension  
**Classification:** Correctional Counselor III  
**Department:** Department of Corrections and Rehabilitation
- (5) CASE NO. 06-4780**  
Appeal from 12 work day suspension  
**Classification:** Correctional Sergeant  
**Department:** Department of Corrections and Rehabilitation
- (6) CASE NO. 07-2699**  
**CASE NO. 07-2938**  
Appeals from dismissal  
**Classification:** Correctional Officers  
**Department:** Department of Corrections and Rehabilitation



- (7) **CASE NO. 06-1758**  
Appeal from five percent reduction in salary for 12 months  
**Classification:** Senior Pension Program Representative  
**Department:** California State Teachers' Retirement System
- (8) **CASE NO. 07-2790**  
Appeal from rejection during probation  
**Classification:** Tax Technician  
**Department:** Franchise Tax Board
- (9) **CASE NO. 06-0316E**  
Appeal from denial of discrimination complaint  
**Classification:** Landscape Maintenance Worker I  
**Department:** Department of Transportation
- (10) **CASE NO. 07-4367**  
Appeal from five percent reduction in salary for three pay periods  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation

**PROPOSED DECISIONS AFTER BOARD REMAND**

- (11) **CASE NO. 06-4147R**  
Appeal from ten working day's suspension  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation

**PROPOSED DECISIONS AFTER SPB ARBITRATION**

**NONE**

**E. PETITIONS FOR REHEARING**

**ALJ PROPOSED DECISIONS ADOPTED BY THE BOARD**

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a case already decided by the Board.

- (1) **CASE NO. 05-2194P & 06-0396P**  
Appeals from ten working days suspension & 20 working days suspension  
**Classification:** Staff Chemist  
**Department:** Department of Toxic Substances Control

- (2) **CASE NO. 07-1769P**  
Appeal from formal reprimand  
**Classification:** State Park Ranger  
**Department:** Department of Parks and Recreation
- (3) **CASE NO. 07-1081P**  
Appeal from dismissal  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation
- (4) **CASE NO. 05-1611P**  
Appeal from two step reduction in salary for 12 months  
**Classification:** Registered Nurse  
**Department:** Department of Mental Health

**F. PENDING BOARD REVIEW**

These cases are pending preparation of transcripts, briefs, or the setting of oral argument before the Board.

- (1) **CASE NO. 06-2706A**  
Appeal from dismissal  
**Classification:** Correctional Sergeant  
**Department:** Department of Corrections and Rehabilitation  
Proposed decision rejected December 4, 2007.  
Transcript prepared.  
Oral argument set for August 8, 2008, Sacramento.  
Oral argument continued.
- (2) **CASE NO. 04-1782A**  
Appeal from constructive medical suspension  
**Classification:** Correctional Counselor I  
**Department:** Department of Corrections and Rehabilitation  
Proposed decision rejected June 24, 2008.  
Transcripts prepared.
- (3) **CASE NO. 07-3744PA**  
Appeal from dismissal  
**Classification:** Staff Services Analyst  
**Department:** Department of Justice  
Petition for rehearing granted July 8, 2008.  
No transcripts ordered as no hearing was held.

- (4) **CASE NO. 06-2737PA**  
Appeal from dismissal  
**Classification:** Correctional Sergeant  
**Department:** Department of Corrections and Rehabilitation  
Petition for rehearing granted April 22, 2008.  
Transcripts prepared.  
Oral argument set for August 8, 2008, Sacramento.  
Oral argument continued.
- (5) **CASE NO. 07-4470A**  
Appeal from twenty-two working days suspension  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation  
Proposed decision rejected May 13, 2008.  
Transcripts prepared.  
Oral argument set for September 2-3, 2008, Sacramento.
- (6) **CASE NO. 07-2581A**  
Appeal from rejection during probation  
**Classification:** Correctional Officer Cadet  
**Department:** Department of Corrections and Rehabilitation  
Proposed decision rejected on May 13, 2008.  
Transcripts prepared.  
Oral argument set for September 2-3, 2008, Sacramento.
- (7) **CASE NO. 07-1295A**  
Appeal from dismissal  
**Classification:** Fire Apparatus Engineer-Paramedic  
**Department:** Department of Forestry and Protection  
Proposed decision rejected on May 13, 2008.  
Transcripts prepared.  
Oral argument set for September 2-3, 2008, Sacramento.
- (8) **CASE NO. 07-2966EA**  
Appeal from discrimination complaint  
**Classification:** Environmental Planner  
**Department:** Department of Transportation  
Proposed decision rejected May 13, 2008.  
Transcripts prepared.  
Oral argument set for September 2-3, 2008, Sacramento.

- (9) **CASE NO. 07-2189A**  
Appeal from non-punitive termination  
**Classification:** Vocational Instructor (Welding),  
Correctional Facility.  
**Department:** Department of Corrections and  
Rehabilitation  
Proposed decision rejected March 4, 2008.  
Transcript prepared.  
Oral argument set for June 9-10, 2008, Sacramento.  
Oral argument continued.  
Oral argument set for August 8, 2008, Sacramento.

21. **NON-EVIDENTIARY CASES**

A. **WITHHOLD APPEALS**

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

**WITHHOLD FROM CERTIFICATION**  
**CASES NOT HEARD BY A STAFF HEARING OFFICER**

- (1) **CASE NO. 06-3814N**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** Suitability; does not meet citizenship requirements.
- (2) **CASE NO. 06-4000N**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** Suitability; omitting pertinent information during the selection process and an arrest record.
- (3) **CASE NO. 07-0422N**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** Suitability; negative law enforcement contacts, omission of pertinent information.
- (4) **CASE NO. 06-3815N**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** Suitability, omitting pertinent information and furnishing inaccurate information during the selection process.

- (5) **CASE NO. 07-2708N**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** Suitability; negative law enforcement contacts and the omission of pertinent information.
- (6) **CASE NO. 07-3085N**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** Suitability; omitting pertinent information during the selection process.
- (7) **CASE NO. 06-3577N**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** Suitability; negative law enforcement contacts.
- (8) **CASE NO. 06-4240N**  
**Classification:** Youth Correctional Officer  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** Suitability; a negative driving record and omission of pertinent information during the selection process.

**B. MEDICAL AND PSYCHOLOGICAL SCREENING APPEALS**

Cases heard by a Staff Hearing Panel comprised of a managerial staff member of the State Personnel Board and a medical professional. The Board will be presented recommendations by a Hearing Panel on each appeal.

**CASES HEARD BY A STAFF HEARING OFFICER**

- (1) **CASE NO. 06-0586N**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** The appellant shows signs of poor judgment and his alcohol consumption is problematic; traits that would significantly interfere with the performance standards for State peace officer employment under Government Code Section 1031, subdivision (f) and applicable State Standards and guidelines.
- (2) **CASE NO. 06-0589N**  
**Classification:** Cadet  
**Department:** California Highway Patrol  
**Issue:** The Appellant shows signs of poor judgment, deficiencies in conscientiousness and maturity, personality traits that would significantly interfere with the performance standards for State peace officer employment under Government Code Section 1031, subdivision (f) and applicable State standards and guidelines.

- (3) **CASE NO. 06-0596N**  
**Classification:** Cadet  
**Department:** California Highway Patrol  
**Issue:** The Appellant shows signs of poor judgment and maturity; personality traits that would significantly interfere with the performance standards for State peace officer employment under Government Code Section 1031, Subdivision (f) and applicable State standards and guidelines.
- (4) **CASE NO. 07-0408N**  
**Classification:** Cadet  
**Department:** California Highway Patrol  
**Issue:** The Appellant does not show evidence of immaturity and lack of conscientiousness his traits would not interfere with the performance standards for State peace officer employment under Government Code Section 1031, subdivision (f).
- (5) **CASE NO. 06-0933N**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** The appellant shows signs of poor judgment and insufficient interpersonal skills, personality traits that would significantly interfere with the performance standards for State peace officer employment under Government Code Section 1031, subdivision (f).

**DISMISSED CASES**

- (1) **CASE NO. 08-0699N**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation

**C. EXAMINATION APPEALS, MINIMUM QUALIFICATIONS, MERIT  
ISSUE COMPLAINTS**

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

**NONE**

**D. RULE 211 APPEALS, RULE 212 OUT OF CLASS APPEALS, VOIDED APPOINTMENT APPEALS**

Cases heard by a Staff Hearing Officer, or a managerial staff member of the State Personnel Board. The Board will be presented recommendations by a Staff Hearing Officer for final decision on each appeal.

**NONE**

**E. REQUEST TO FILE CHARGES CASES, PETITION FOR REHEARING**

Investigated by Appeals Division staff. The Board will be presented recommendations by Appeals Division staff for final decision on each request.

**NONE**

**22. NON-HEARING AGENDA**

The following proposals are made to the State Personnel Board by either the Board staff or Department of Personnel Administration staff. It is anticipated that the Board will act on these proposals without a hearing. Anyone with concerns or opposition to any of these proposals should submit a written notice to the Executive Officer clearly stating the nature of the concern or opposition. Such notice should explain how the issue in dispute is a merit employment matter within the Board's scope of authority as set forth in the State Civil Service Act (Government Code section 18500 et seq.) and Article VII of the California Constitution. Matters within the Board's scope of authority include, but are not limited to, personnel selection, employee status, discrimination and affirmative action. Matters outside the Board's scope of authority include, but are not limited to, compensation, employee benefits, position allocation, and organization structure. Such notice must be received not later than close of business on the Wednesday before the Board meeting at which the proposal is scheduled. Such notice from an exclusive bargaining representative will not be entertained after this deadline, provided the representative has received advance notice of the classification proposal pursuant to the applicable memorandum of understanding. In investigating matters outlined above, the Executive Officer shall act as the Board's authorized representative and recommend that the Board either act on the proposals as submitted without a hearing or schedule the items for a hearing, including a staff recommendation on resolution of the merit issues in dispute.

**A. BOARD ITEMS PRESENTED BY STATE PERSONNEL BOARD OR DEPARTMENT OF PERSONNEL ADMINISTRATION TO ESTABLISH, REVISE OR ABOLISH CLASSIFICATIONS, ALTERNATE RANGE CRITERIA, ETC.**

**NONE**

**B. ABOLISHMENT OF CLASSES THAT HAVE HAD NO INCUMBENTS FOR MORE THAN TWO YEARS. DEPARTMENTS THAT UTILIZE THE CLASS AS WELL AS THE APPROPRIATE UNION HAVE NO OBJECTION TO THE ABOLISHMENT OF THESE CLASSES.**

**THE DEPARTMENT OF PERSONNEL ADMINISTRATION AND STATE PERSONNEL BOARD** propose to abolish the following unused classifications, which have been vacant for more than twenty-four months. Departments that utilize the class as well as the appropriate union have no objection to the abolishment of these classes. When classes are proposed to be abolished which are part of a class series, and other classes within the series will continue to be used, the class specification is included in the board item.

<u><b>Title</b></u>	<u><b>Class Code</b></u>
Assistant to the Hospital Medical Director	5349
Supervisor of Registration -Agricultural Chemicals-	0395
Supervisor of Environmental Sanitation, Veterans Home And Medical Center	8012
Client's/Patients' Rights Advocate	5887
Business Taxes Compliance Supervisor I	8696
Associate Landscape Architect (Supervisor)	3986
Foster Grandparent/Senior Companion Program Coordinator	8159
Senior Livestock Inspector (Supervisor)	0828
Disaster Worker Management Services (Various Disasters)	8081

**23. CAREER EXECUTIVE ASSIGNMENT (CEA) CATEGORY ACTIVITY**

This section of the Agenda serves to inform interested individuals and departments of proposed and approved CEA position actions. The first section lists position actions that have been proposed and are currently under consideration. Any parties having concerns with the merits of a proposed CEA position action should submit their concerns in writing to the Classification and Compensation Division of the Department of Personnel Administration, the Merit Operations Division of the State Personnel Board, and the department proposing the action. To assure adequate time to consider objections to a CEA position action, issues should be presented immediately upon receipt of the State Personnel Board Agenda in which



the proposed position action is noticed as being under consideration, and generally no later than a week to ten days after its publication. In cases where a merit issue has been raised regarding a proposed CEA position action and the dispute cannot be resolved, a hearing before the five-member Board may be scheduled. If no merit issues are raised regarding a proposed CEA position action, and the State Personnel Board approves it, the action becomes effective without further action by the Board. The second section of this portion of the Agenda reports those position actions that have been approved. They are effective as of the date they were approved by the Executive Officer of the State Personnel Board.

**A. REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS CURRENTLY UNDER CONSIDERATION**

**(1) CHIEF, DIVISION OF ENTERPRISE**

The Department of Transportation proposes to allocate the above position to the CEA category. This position will be responsible for developing and implementing policies for the Division of Enterprise Technology.

**(2) DEPUTY DIRECTOR, FACILITY MANAGEMENT**

The California Department of Corrections and Rehabilitation Plata Medical Services proposes to allocate the above position to the CEA category. This position will serve in an executive role on the Transition Team that develops and initiates activation of seven new health facilities as part of prison reforms outlined in the Receiver's Turnaround Plan of Action.

**(3) DEPUTY DIRECTOR, SUPPORT OPERATIONS**

The California Department of Corrections and Rehabilitation Plata Medical Services proposes to allocate the above position to the CEA category. This position will serve in an executive role on the Transition Team that develops and initiates activation of seven new health facilities as part of prison reforms outlined in the Receiver's Turnaround Plan of Action.

**(4) DEPUTY DIRECTOR, TRANSITION PLANNING**

The California Department of Corrections and Rehabilitation Plata Medical Services proposes to allocate the above position to the CEA category. This position will serve in an executive role on the Transition Team that develops and initiates activation of seven new health facilities as part of prison reforms outlined in the Receiver's Turnaround Plan of Action.

**(5) DEPUTY DIRECTOR, INFORMATION TECHNOLOGY**

The California Department of Corrections and Rehabilitation Plata Medical Services proposes to allocate the above position to the CEA category. This position will serve in an executive role on the Transition Team that develops and initiates activation of seven new health facilities as part of prison reforms outlined in the Receiver's Turnaround Plan of Action.

**(6) DEPUTY DIRECTOR, HUMAN RESOURCES**

The California Department of Corrections and Rehabilitation Plata Medical Services proposes to allocate the above position to the CEA category. This position will serve in an executive role on the Transition Team that develops and initiates activation of seven new health facilities as part of prison reforms outlined in the Receiver's Turnaround Plan of Action.

**B. EXECUTIVE OFFICER DECISIONS REGARDING REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS**

**(1) DEPUTY DIRECTOR, ASSET MANAGEMENT BRANCH**

The California Department of Corrections and Rehabilitation's request to allocate the above position was approved effective July 8, 2008.

**(2) DEPUTY DIRECTOR, DESIGN SERVICES BRANCH**

The California Department of Corrections and Rehabilitation's request to allocate the above position was approved effective July 8, 2008.

**(3) DEPUTY DIRECTOR, ACQUISITIONS BRANCH**

The California Department of Corrections and Rehabilitation's request to allocate the above position was approved effective July 8, 2008.

**(4) DEPUTY DIRECTOR, FACILITIES PLANNING BRANCH**

The California Department of Corrections and Rehabilitation's request to allocate the above position was approved effective July 8, 2008.

**(5) DEPUTY DIRECTOR, CHILDREN AND FAMILY SERVICES DIVISION**

The Department of Social Services' request to allocate the above position was approved effective July 8, 2008.

**(6) CHIEF, HEALTH STATISTICS BRANCH**

The California Department of Public Health's request to allocate the above position was approved effective July 8, 2008.

**(7) SPECIAL ASSISTANT TO THE DIRECTOR**

The Department of Health Care Services' request to allocate the above position was approved effective July 8, 2008.

**(8) CHIEF, DIVISION OF PAVEMENT MANAGEMENT**

The Department of Transportation's request to allocate the above position was approved effective July 8, 2008.

**A D J O U R N M E N T**



## MEMORANDUM

**DATE:** August 8, 2008  
**TO:** STATE PERSONNEL BOARD  
**FROM:** MIKE STRAZZO, Merit Operations Division  
**SUBJECT:** NON-HEARING AGENDA ITEMS FOR BOARD ACTION

- A. BOARD ITEMS PRESENTED BY STATE PERSONNEL BOARD OR DEPARTMENT OF PERSONNEL ADMINISTRATION TO ESTABLISH, REVISE OR ABOLISH CLASSIFICATIONS, ALTERNATE RANGE CRITERIA, ETC.

NONE

- B. ABOLISHMENT OF CLASSES THAT HAVE HAD NO INCUMBENTS FOR MORE THAN TWO YEARS. DEPARTMENTS THAT UTILIZE THE CLASS AS WELL AS THE APPROPRIATE UNION HAVE NO OBJECTION TO THE ABOLISHMENT OF THESE CLASSES.

THE DEPARTMENT OF PERSONNEL ADMINISTRATION AND STATE PERSONNEL BOARD propose to abolish the following unused classifications, which have been vacant for more than twenty-four months. Departments that utilize the class as well as the appropriate union have no objection to the abolishment of these classes. When classes are proposed to be abolished which are part of a class series, and other classes within the series will continue to be used, the class specification is included in the board item.

<u>Title</u>	<u>Class Code</u>
Assistant to the Hospital Medical Director	5349
Supervisor of Registration -Agricultural Chemicals-	0395
Supervisor of Environmental Sanitation, Veterans Home	
And Medical Center	8012
Client's/Patients' Rights Advocate	5887
Business Taxes Compliance Supervisor I	8696
Associate Landscape Architect (Supervisor)	3986
Foster Grandparent/Senior Companion Program	
Coordinator	8159
Senior Livestock Inspector (Supervisor)	0828
Disaster Worker Management Services (Various Disasters)	8081

DATE: August 8, 2008

TO: STATE PERSONNEL BOARD

FROM: Dave Rechs, Staff Personnel Program Analyst  
Classification and Compensation Division

REVIEWED BY: Belinda Collins, Chief  
Classification and Compensation Division

SUBJECT: Abolishment of Vacant Civil Service Classes

**SUMMARY OF ISSUES:**

In the interest of maintaining the State's overall classification plan, the Department of Personnel Administration and State Personnel Board propose to abolish the following nine vacant classifications. These classes have gone unused for more than twenty-four months, and their future use is not anticipated. Since some of these classifications are part of a series, we have included the class specifications in the board item.

**CONSULTED WITH:**

Daphne Baldwin, State Personnel Board  
Frank Marr, Department of Personnel Administration

All pertinent exclusive representatives have been noticed regarding this proposed class abolishment and there have been no objections.

**RECOMMENDATIONS:**

That effective August 8, 2008, the below civil service classes listed in this calendar be abolished.

<b>Title</b>	<b>Class Code</b>
Assistant to the Hospital Medical Director	5349
Supervisor of Registration -Agricultural Chemicals-	0395
Supervisor of Environmental Sanitation, Veterans Home And Medical Center	8012
Client's/Patients' Rights Advocate	5887
Business Taxes Compliance Supervisor I	8696
Associate Landscape Architect (Supervisor)	3986
Foster Grandparent/Senior Companion Program Coordinator	8159
Senior Livestock Inspector (Supervisor)	0828
Disaster Worker Management Services (Various Disasters)	8081

# CALIFORNIA STATE PERSONNEL BOARD

## SPECIFICATION

BUSINESS TAXES REPRESENTATIVE  
BUSINESS TAXES COMPLIANCE SUPERVISOR  
Series Specification  
(Established February 7, 1979)

### SCOPE

This series specification describes the Business Taxes Representative and Business Taxes Compliance Supervisor classes used for positions with professional, supervisory, or managerial responsibilities in the State Board of Equalization business taxes compliance program.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
JH88	8690	Business Taxes Representative
JH86	8694	Business Taxes Compliance Specialist
<del>JH84</del>	<del>8696</del>	<del>Business Taxes Compliance Supervisor I</del>
JH82	8698	Business Taxes Compliance Supervisor II
JH80	4426	Business Taxes Compliance Supervisor III
JJ65	8615	Principal Business Taxes Compliance Supervisor

### DEFINITION OF SERIES

Business Taxes Representatives provide assistance to taxpayers to ensure compliance with tax laws, collect delinquent taxes, and perform a variety of compliance and collection functions. Business Taxes Compliance Specialists perform the most complex compliance and collection functions. ~~Business Taxes Compliance Supervisors I supervise groups of professional, program technician, or office assistant employees.~~ The Business Taxes Compliance Supervisors II and III are used in a supervisory capacity to direct one or more compliance programs. The Principal Business Taxes Compliance Supervisor manages the compliance staff support activities in Headquarters and develops and administers the State Board of Equalization's compliance policies, procedures, and programs.

### ENTRY LEVEL

Entry into this series is at the Business Taxes Representative classification.

DEFINITION OF LEVELS

BUSINESS TAXES REPRESENTATIVE

This is the recruiting/training and journey level in this series. Under close supervision, incumbents learn all phases of tax compliance, licensing, and law, rule, and regulation administration; and perform all aspects of compliance and collection work, including collection, registration, revocation, and criminal investigation.

BUSINESS TAXES COMPLIANCE SPECIALIST

This is an advanced journey person level. Under general supervision, independently performs the more complex activities on a full-time basis. These positions are found in offices where the workload permits specialization and concentration in a case load of the most complex activities.

~~BUSINESS TAXES COMPLIANCE SUPERVISOR I~~

~~This is the first supervisory level. Under general supervision, either supervises (1) a small staff of Business Taxes Representatives performing field compliance duties or (2) a medium-sized staff of Business Taxes Representatives, Business Taxes Interviewers and Office Assistant personnel performing office compliance duties or (3) may be responsible for the entire compliance program and a staff of Business Taxes Representatives, Business Taxes Interviewers and Office Assistants in the smallest organizational entity or (4) performs an equivalent level of duties in a headquarters support or staff setting.~~

BUSINESS TAXES COMPLIANCE SUPERVISOR II

This is a full supervisory level. Under direction, either (1) plans, organizes, and directs the compliance programs and activities of a medium organizational entity, or (2) in the large organizational entity, supervises a major compliance program or a group of compliance programs, or (3) performs equivalent level supervisory or staff specialist work in headquarters.

BUSINESS TAXES COMPLIANCE SUPERVISOR III

Under general direction, either (1) plans, organizes, and directs the compliance programs and activities of a large organizational entity, or (2) in the headquarters, to be responsible for a statewide program,

procedure development, or planning of compliance activities, or (3) performs equivalent level supervisory or staff specialist work in headquarters.

#### PRINCIPAL BUSINESS TAXES COMPLIANCE SUPERVISOR

This is the highest class in this series. Under administrative direction, is responsible for the headquarters staff support activities for the total compliance program.

#### MINIMUM QUALIFICATIONS

##### ALL LEVELS:

Experience applicable to one of the following patterns may be combined, on a proportional basis, with experience applicable to another pattern to meet the total experience requirement.

#### BUSINESS TAXES REPRESENTATIVE

Education: Completion of at least four college-level courses, given by an approved collegiate-grade residence institution, which includes the equivalent to completion of: (1) two professional level courses in elementary and/or intermediate accounting; (2) one course in either business or commercial law; and (3) one course in either economics, business mathematics, or English.

##### and Either I

Experience: Six months of experience in the California state service in the class of either Management Services Technician, Range B, or Program Technician III performing tax compliance duties at the Employment Development Department, the Franchise Tax Board, or the State Board of Equalization, or performing Medi-Cal overpayment recovery duties at the Department of Health Care Services.

##### Or II

Experience: One year of experience in the California state service in the class of Program Technician II performing tax compliance duties at the Employment Development Department, the Franchise Tax Board, or the State Board of Equalization, or performing Medi-Cal overpayment recovery duties at the Department of Health Care Services.

##### Or III

Experience: One year of experience in one or a combination of the following:

- a. As the owner or manager of a business performing management activities in the marketing, distribution, or sale of merchandise, which requires broad public or customer contact; or



- b. As a credit manager, loan officer, or field collector performing duties with responsibilities involving the approval of loans or credit or the collection of delinquent accounts; or
- c. Performing tax compliance duties in another governmental entity.

(Experience in the California state service applied toward this pattern must include six months at a level equivalent to the Management Services Technician, Range B, or Program Technician III, or one year at a level equivalent to the Program Technician II.) and

Education: Equivalent to completion of two years (60 semester or 90 quarter units) of college. (Additional experience may be substituted for the required general education on a year-for-year basis. No substitution is permitted for the specific course work required.) (Applicants who will complete the required education during the current quarter or semester will be admitted to the examination; however, evidence of successful completion of the curriculum and prescribed courses must be produced before being considered eligible for appointment.)

Or IV

Education: Equivalent to graduation from college (registration as a senior student in a recognized institution will admit applicants to the examination; however, evidence of successful completion of the curriculum and the prescribed courses must be produced before being considered eligible for appointment.)

BUSINESS TAXES COMPLIANCE SPECIALIST

~~BUSINESS TAXES COMPLIANCE SUPERVISOR I~~

Either I

One year of experience in the California state service performing the duties of a Business Taxes Representative, Range C.

Or II

Four years of field experience in tax law compliance and tax collection work, at least one year of which shall have involved performance of the most difficult assignments. (Experience in the California state service applied toward this pattern must include one year at a level equivalent to a Business Taxes Representative, Range C.)

BUSINESS TAXES COMPLIANCE SUPERVISOR II

Either I

One year of experience in the California state service performing duties at a level equivalent to a Business Taxes Compliance Supervisor I.

Or II

Two years of experience in the California state service performing the duties of a Business Taxes Representative, Range C.

Or III

Five years of experience in tax law compliance and tax collection work, at least two years of which shall have been in a responsible supervisory position. (Experience in the California state service applied toward this pattern must include one year at a level equivalent to a Business Taxes Compliance Supervisor I or two years at a level equivalent to a Business Taxes Representative, Range C.)

BUSINESS TAXES COMPLIANCE SUPERVISOR III

Either I

One year of experience in the California state service performing duties at a level equivalent to a Business Taxes Compliance Supervisor II.

Or II

Two years of experience in the California state service performing duties at a level equivalent to a Business Taxes Compliance Supervisor I or Business Taxes Compliance Specialist.

Or III

Five years of experience in tax law compliance and tax collection work, at least three years of which shall have been in a responsible supervisory position. (Experience in the California state service applied toward this pattern must include one year at a level equivalent to a Business Taxes Compliance Supervisor II or two years at a level equivalent to a Business Taxes Compliance Supervisor I.)

PRINCIPAL BUSINESS TAXES COMPLIANCE SUPERVISOR

One year of experience in the California state service performing administrative or supervisory tax compliance duties at a level equivalent to a Business Taxes Compliance Supervisor III.

KNOWLEDGE AND ABILITIES

BUSINESS TAXES REPRESENTATIVE

Knowledge of: Methods and problems of organization, administration, and management; and commercial law, business practices, and financial record keeping.

Ability to: Apply the required knowledge; communicate effectively; interpret and apply provisions of the tax laws, rules, and regulations administered by the State Board of Equalization; analyze situations accurately and take effective action; and use tact and good judgment

in dealing with the public under stressful conditions.

#### BUSINESS TAXES COMPLIANCE SPECIALIST

Knowledge of: All of the above; and rules of evidence, preparation of evidence, and court procedures; interviewing techniques; methods used by violators in evading tax liability; investigation techniques and sources of information used in locating persons; methods used and remedies available for the collection of taxes; and functions of Federal, State, and local tax, regulatory, and law enforcement agencies.

Ability to: Apply the required knowledge; independently conduct complex investigations and detect or verify suspected violations; and establish and maintain cooperative relationships with law enforcement agencies and others contacted in the work.

#### ALL LEVELS ABOVE BUSINESS TAXES COMPLIANCE SPECIALIST

Knowledge of: All of the above; and principles, practices, and trends of public and business administration; principles and techniques of personnel management, supervision, and employer-employee relations; the State Board of Equalization's ~~Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives~~ responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment; and departmental administrative goals.

Ability to: Apply the required knowledge; plan, organize, and direct the work of others; develop the skills and abilities of subordinate staff; resolve complex supervisorial and managerial problems; and ~~effectively contribute to the State Board of Equalization's affirmative action objectives~~ and promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

#### PRINCIPAL BUSINESS TAXES COMPLIANCE SUPERVISOR

Knowledge of: All of the above and all specialized compliance procedures and practices used by the State Board of Equalization.

Ability to: Apply the required knowledge and develop policy and procedures for the statewide business taxes compliance program.

SPECIAL PERSONAL CHARACTERISTICS

ALL LEVELS:

Willingness to work long and irregular hours and in various locations throughout the State, and have keenness of observation, persistency, imagination, and tact.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Business Taxes Representative	1/11/89	--	--
Business Taxes Compliance Specialist	2/7/79	1/11/89	--
<del>Business Taxes Compliance Supervisor I</del>	<del>2/7/79</del>	<del>1/11/89</del>	<del>--</del>
Business Taxes Compliance Supervisor II	2/7/79	1/11/89	--
Business Taxes Compliance Supervisor III	2/7/79	1/11/89	--
Principal Business Taxes Compliance Supervisor	12/5/58	1/11/89	2/7/79

# CALIFORNIA STATE PERSONNEL BOARD

## SPECIFICATION

LANDSCAPE ARCHITECT  
Series Specification  
(Established April 15, 1970)

### SCOPE

This series specification describes ~~five~~ four professional Landscape Architect classes.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
IM15	3981	Landscape Architect
IM20	3982	Associate Landscape Architect (Specialist)
<del>IM50</del>	<del>3986</del>	<del>Associate Landscape Architect (Supervisor)</del>
IM40	3983	Senior Landscape Architect
IM30	3980	Supervising Landscape Architect

### DEFINITION OF SERIES

Classes in the Landscape Architect series perform work concerned with the planning, design, and development of landscape architectural projects in connection with buildings, institutions, or parks. These positions are located in the Department of Parks and Recreation, the Office of the State Architect, and the Buildings and Grounds Division.

Landscape architecture is a profession of environmental planning and design concerned with the location and arrangement of natural and man-made elements and features on the earth's surface with the objective of providing a pleasing, harmonious, and aesthetic environment for use and enjoyment by people. This requires professional services such as consultation, investigation, reconnaissance, research, land use planning, visual impact assessments, and design necessary to prepare the master plans and detailed plans in order to control land uses and to preserve and enhance the natural and historic resources. It also requires managerial and administrative activities for the planning, budgeting, and program control necessary to meet the objective.

### ENTRY LEVELS

Entry into this series is typically through Range A of the deep class of Landscape Architect, with entry at the Range B level for candidates possessing an advanced degree in landscape architecture, a baccalaureate degree and two or more years of experience, or possessing a certificate of registration as a Landscape Architect issued by the California Board of Landscape Architects.

FACTORS AFFECTING POSITION ALLOCATION

1. Assignment of work
  - a. Variety and complexity
  - b. Level
  - c. Independence of action and decision
2. Supervision
  - a. Degree of supervision received
  - b. Degree of supervision exercised
  - c. Administrative responsibilities
3. Effect of work
  - a. Variety and complexity of departmental programs
  - b. Demonstrable effect of landscape architects' activities on major agency programs

DEFINITION OF LEVELS

## LANDSCAPE ARCHITECT

This is the entry and first working level of professional landscape architectural work. As incumbents progress in experience they will be assigned more difficult work. Under the direction of a registered Landscape Architect, incumbents assist in and perform work of average difficulty in the planning, design, and programming for landscape architectural and land use planning projects in connection with buildings, institutions, or parks; and do other related work.

## ASSOCIATE LANDSCAPE ARCHITECT (SPECIALIST)

This is the fully qualified professional level. Under direction, as a specialist, incumbents develop master plans, and design and prepare contract documents for major landscape architectural and land use planning projects; develop visual impact assessment of various facilities; plan major landscape architectural projects; advise in the construction and maintenance of such projects; and do other related work.

~~ASSOCIATE LANDSCAPE ARCHITECT (SUPERVISOR)~~

~~This is the fully qualified professional and working supervisory level. Under direction, as a working supervisor, develops master plans and supervises the preparation of plans; designs and supervises the preparation of contract documents for major landscape architectural and land use planning projects; develops visual impact assessment of various facilities; plans and manages major landscape~~

~~architectural projects; advises in the construction and maintenance of such projects; is responsible for directing the work required on major projects; and does other related work.~~

#### SENIOR LANDSCAPE ARCHITECT

This is the first full supervisory level. Under general direction, acts upon the most difficult day-to-day technical design decisions; formulates and implements planning procedures for comprehensive landscape architectural and land use planning projects; coordinates the work of a staff comprised of Landscape Architects and others; meets and coordinates landscape architectural projects with community, agency, and departmental leaders; and does other related work.

#### SUPERVISING LANDSCAPE ARCHITECT

This is the program manager level. Under general direction, the incumbent is responsible for planning and executing major development programs in connection with parks or buildings and institutions; directs the work of Landscape Architects and others in executing landscape architectural and land use programs and projects; and does other related work.

### MINIMUM QUALIFICATIONS

#### LANDSCAPE ARCHITECT

Education: Equivalent to graduation from a curriculum in Landscape Architecture from a college or university recognized or accredited by the American Society of Landscape Architects. (Registration as a senior in such a curriculum will admit an applicant to the examination, but applicant must produce evidence of having fulfilled the requirements for graduation before being considered eligible for appointment.) (Possession of a certificate of registration as a Landscape Architect as issued by the California Board of Landscape Architects may be substituted for the required education.)

#### ASSOCIATE LANDSCAPE ARCHITECT (SPECIALIST)

#### ~~ASSOCIATE LANDSCAPE ARCHITECT (SUPERVISOR)~~

Possession of a valid Certificate of Registration as a Landscape Architect issued by the California Board of Landscape Architects. (Applicants who do not possess the required certificate will be admitted to the examination but they must secure the certificate before they will be eligible for appointment.)

and  
Either I

Two years of experience in the California state service performing the duties of a Landscape Architect, Range B.

Or II

Experience: Four years of responsible and varied experience in the design, construction, or maintenance of major landscape architectural projects. and

Education: Equivalent to graduation from college with major work in landscape architecture. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

SENIOR LANDSCAPE ARCHITECT

Possession of the above Certificate of Registration.

and  
Either I

Two years of experience in the California state service performing the duties of an Associate Landscape Architect (Specialist) ~~or Associate Landscape Architect (Supervisor).~~

Or II

Experience: Five years of experience in landscape architectural design or construction work, three years of which shall have been in responsible charge of the planning, design, and programming of major landscape projects. and

Education: Equivalent to graduation from college with major work in landscape architecture. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

SUPERVISING LANDSCAPE ARCHITECT

Possession of the above Certificate of Registration.

and  
Either I

Two years of experience in the California state service performing the duties of a Senior Landscape Architect.

Or II

Experience: Broad and extensive experience (more than five years) in the planning and design of landscape architectural projects, at least two years of which shall have been comparable in level of responsibility to a Senior Landscape Architect in the California state service. and

Education: Equivalent to graduation from college with major work in landscape architecture. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)



KNOWLEDGE AND ABILITIES

## LANDSCAPE ARCHITECT

Knowledge of: Principles of landscape architecture, including design and civil engineering as applied to landscape architecture; land use planning, drafting procedures, and practices including computer-aided design and drafting and use of personal computers; site analysis and planning; erosion control; proper use of plant materials; principles of ecology; soil preparation, planting, and irrigation techniques; landscape maintenance procedures; principles of park and recreational development planning; and native and exotic plant materials best adapted to specific uses in various parts of California.

Ability to: Do the less complex professional design work including site analysis, site planning, master planning, and planting design; select proper plant materials to achieve desired effects and prevent soil erosion; prepare sketches and plans for landscape architectural projects and coordinate the construction of such projects; calculate quantities; demonstrate artistic and creative aptitude; analyze situations accurately and take effective action; dictate correspondence, prepare written reports, and plan and make public presentations; and work effectively with others as a member of interdisciplinary planning or design teams.

## ASSOCIATE LANDSCAPE ARCHITECT (SPECIALIST)

Knowledge of: All of the above, and landscape architectural problems encountered in park or building locations and engineering work and their solutions; basic knowledge of visual analysis and how such issues relate to the environmental impact process.

Ability to: All of the above, and prepare complex land use plans, devise programs for public participation in the planning process, plan working and construction details, and prepare landscape architectural plans; estimate the cost of landscaping and related ground improvements and prepare construction specifications; lay out and design surface drainage, irrigation, and sprinkling systems in connection with landscape projects; use California native plant materials under a variety of conditions; serve on project development teams as an authority on visual analysis issues; create and select proper design, etc., to reduce unsafe conditions; and conduct public meetings, make public presentations, and address an audience effectively.

~~ASSOCIATE LANDSCAPE ARCHITECT (SUPERVISOR)~~

~~Knowledge of: All of the above, and principles of management and project programming; principles of effective supervision; and principles of budgeting and program control; knowledge of the Department's safety, health, affirmative action and labor relations program objectives and a supervisor's role and the processes available to meet these objectives.~~

~~Ability to: All of the above, and conduct public meetings; direct the work of others including other disciplines; effectively contribute to the Department's safety, health, affirmative action and labor relations program objectives.~~

SENIOR LANDSCAPE ARCHITECT

Knowledge of: All of the above, and principles of program and project management; various phases of engineering (relating specifically to landscape architecture), including planning processes and methods/systems planning, evaluation of alternatives and facility locations and design, construction, operation, and maintenance; principles of personnel management and supervision; planning, directing, and evaluating the work of a professional staff including other professional disciplines that may include a staff of landscape architects; and factors which influence the impact of landscape architecture facilities on the environment, the community, and the economy.

Ability to: All of the above, and prepare technical directives and administrative orders; correlate engineering or architectural features to proposed landscape projects; direct a large-scale landscape program; and communicate effectively as demonstrated by the ability to organize ideas and present departmental policies to community groups, Federal, State, and local agencies.

SUPERVISING LANDSCAPE ARCHITECT

Knowledge of: All of the above, and methods of planning, programming, and administering all types of large-scale landscape architectural and land use planning programs.

Ability to: All of the above, and plan, prepare, and implement preliminary studies of large-scale planning, capital outlay, and landscaping programs on a statewide basis.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Landscape Architect	9/12/90	8/1/93	--
Associate Landscape Architect (Specialist)	9/12/90	8/1/93	--
<del>Associate Landscape Architect (Supervisor)</del>	<del>3/12/48</del>	<del>8/1/93</del>	<del>9/12/90</del>
Senior Landscape Architect	10/20/31	8/1/93	3/12/48
Supervising Landscape Architect	1/8/49	8/1/93	--

# CALIFORNIA STATE PERSONNEL BOARD

## SPECIFICATION

LIVESTOCK INSPECTOR  
Series Specification  
(Established April 5, 1983)

### SCOPE

This series specification describes the classes in the Division of Animal Industry of the Department of Food and Agriculture used to administer and enforce California state laws and regulations relating to livestock quarantine.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
AT85	0823	Livestock Inspector
AT94	0825	Senior Livestock Inspector (Specialist)
<del>AT98</del>	<del>0828</del>	<del>Senior Livestock Inspector (Supervisor)</del>

### DEFINITION OF SERIES

Incumbents in these classes consult and advise livestock owners on cattle importation requirements, proper sanitary procedures, methods and facilities used in raising or handling livestock, and in eradicating diseases; inspect facilities and methods used in cooking garbage fed to swine for compliance with State regulations and standards; issue and review permits for the movement within and from a quarantined district of livestock, livestock products, or materials associated with livestock; supervise the cleaning and disinfection of premises where livestock are kept and vehicles used in the transportation of livestock; issue citations, investigate violations, and assist in the prosecution of violations of State laws or regulations; assist veterinarians in administering animal health programs, conducting tests on animals for infectious diseases, monitor the dipping of animals infested with parasites, or the destruction and disposition of animals that are detrimental to the livestock industry; review and approve or disapprove routine animal health inspection reports for conformance with State and Federal policies and procedures; attend and speak at meetings and conferences; keep records; and prepare correspondence and reports.

### FACTORS AFFECTING POSITION ALLOCATION

Level and variety of work assigned; independence of action; degree of responsibility; supervision received and exercised; and public contact.

DEFINITION OF LEVELS

## LIVESTOCK INSPECTOR

This is the entry, training, and first working level. Incumbents work: (1) under close supervision to become familiar with animal health inspection and enforcement work by performing a variety of less complex tasks; (2) under general supervision to (a) independently perform animal health inspection and enforcement work of average difficulty, (b) perform as a veterinarian's assistant in administering animal health programs in assignments not requiring professional veterinary skills and knowledge, or in a major support function.

## SENIOR LIVESTOCK INSPECTOR (SPECIALIST)

Under direction, incumbents perform the full range of animal health inspection and enforcement activities in an assigned area. As the specialist level, Senior Animal Health Inspectors (Specialist) have responsibility for the most complex field inspection, investigation, and enforcement activities. Incumbents in this class have no supervisory responsibilities but may serve as a lead over lower level inspectors.

~~SENIOR LIVESTOCK INSPECTOR (SUPERVISOR)~~

~~This is the supervisory level in the series. Under direction, and in an assigned area incumbents supervise lower level inspectors engaged in lay animal health inspection and enforcement activities.~~

MINIMUM QUALIFICATIONS

## LIVESTOCK INSPECTOR

Either I

Education: Equivalent to graduation from a four-year college of recognized standing with specialization in animal husbandry or in a related agricultural subject.

Or II

Experience: Six months of experience performing the duties of an Agricultural Services Technician II, Range B, in the California state service+.

and

Equivalent to completion of nine semester units of college level course work in animal husbandry or related agricultural subjects. (Applicants who are enrolled for the minimum appropriate college courses required may be admitted to the examination, but must show proof of completion before they will be considered eligible for appointment.)

Or III

Experience: Either

1. Two years of experience in raising livestock or in some other activity providing familiarity with livestock or livestock production;
- Or

2. One year of experience in a public agency in agricultural inspection or enforcement work pertaining to livestock production.

(Completion of a two-year course in an agricultural college of recognized standing with specialization in animal husbandry or in related agricultural subjects may be substituted for one-half of the experience required in Pattern III.)

SENIOR LIVESTOCK INSPECTOR (SPECIALIST)

~~SENIOR LIVESTOCK INSPECTOR (SUPERVISOR)~~

Either I

Experience: One year of experience in the California state service performing duties in the class of Livestock Inspector, Range B.

Or II

Three years of experience in a public agency in inspection or enforcement work pertaining to livestock production. (Experience must include two years in a position with a level of responsibility equivalent to a Livestock Inspector, Range B.)

KNOWLEDGE AND ABILITIES

ALL LEVELS:

Knowledge of: Principles and practices of animal husbandry and the operation of livestock ranches.

Ability to: ~~Read, write, and speak English~~ Communicate effectively at a level required for successful job performance; interpret and apply laws and regulations relating to animal quarantine; learn and apply formal investigation techniques and procedures; prepare concise and complete reports; establish and maintain cooperative relations with those contacted in the work; and prepare correspondence.

SENIOR LIVESTOCK INSPECTOR (SPECIALIST)

Knowledge of: All of the above in practice and application; and laws and regulations relating to animal quarantine, procedures for preventing the transmission of animal diseases, and for eradication of existing disease outbreaks, investigation techniques, procedures, and techniques of training and supervision.

Ability to: All of the above, and plan, organize, conduct, and/or direct complex inspections and investigations; coordinate inspections and investigations with related agencies, determine sufficiency and validity of evidence necessary to prosecute violations of the Code, and functionally train and coordinate the work of others; review and evaluate the work of others and give guidance and counsel on work methods and procedures; analyze situations accurately and adopt an effective course of action; ~~spea~~ and communicate effectively before groups.

~~SENIOR LIVESTOCK INSPECTOR (SUPERVISOR)~~

~~Knowledge of:~~ All of the above in practice and application, and the Department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

~~Ability to:~~ All of the above, and effectively contribute to the Department's affirmative action objectives.

SPECIAL PERSONAL CHARACTERISTICS

ALL LEVELS:

Possession of a valid California driver's license; willingness to work irregular hours; difficult and hazardous conditions associated with handling livestock; and willingness to travel.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Livestock Inspector	4/5/83	--	--
Senior Livestock Inspector (Specialist)	4/5/83	--	--
<del>Senior Livestock Inspector (Supervisor)</del>	<del>4/5/83</del>	<del>—</del>	<del>—</del>

ALTERNATE RANGE CRITERIA

LIVESTOCK INSPECTOR

Range A. This shall apply to person who do not meet the criteria for appointment to Range B.

Range B. This shall apply to persons who have:

Either I

One year of experience in the California state service performing the duties of Livestock Inspector, Range A.

Or II

- a. Three years of experience in raising livestock or in some other activity providing familiarity with livestock production at least one year of which is at a level of responsibility equivalent to Livestock Inspector, Range A; or
- b. Two years of experience in a public agency in agricultural inspection or enforcement work pertaining to livestock production, at least one year of which is at a level of responsibility equivalent to a Livestock Inspector, Range A.

(Completion of a two-year course or program in an agricultural college of recognized standing with specialization in animal husbandry or in related agricultural subjects may be substituted for one-half of the experience required in Pattern II of the Alternate Range Criteria.)



# CALIFORNIA STATE PERSONNEL BOARD

## SPECIFICATION

DISASTER WORKER  
(VARIOUS DISASTERS)  
Series Specification  
(Established June 11, 1981)

### SCOPE

This series specification describes ~~four~~ three broadly stated Disaster Worker classes used to render assistance for the administration of Federal and State relief and recovery operations during disasters declared by the Director of the Office of Emergency Services.

Appointments made to this class will be for the duration of the particular declared disasters including the relief and recovery phase, which is expected to normally not exceed a two-year period.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
UC10	8077	Disaster Worker Clerical Services (Various Disasters)
UC30	8079	Disaster Worker Specialty Services (Various Disasters)
UC40	8080	Disaster Worker Staff Services (Various Disasters)
UC50	<del>8081</del>	<del>Disaster Worker Management Services (Various Disasters)</del>

### DEFINITION OF SERIES

Duties assigned persons in these classes include, but are not limited to, clerical support, assistance application approval and processing, mail delivery and pick-up service, transportation runs, xeroxing, damage assessment, management of Disaster Assistance Centers, emergency housing and sustenance determinations, public information assistance, liaison with news media, interviewing disaster victims to assess severity of damages or injuries and directing victims to appropriate programs, security, and preparation of various reports.

### DEFINITION OF LEVELS

#### DISASTER WORKER CLERICAL SERVICES (VARIOUS DISASTERS)

Incumbents in this class perform a wide variety of clerical duties for disaster-related work, such as typing, xeroxing, telephone answering, messenger service, etc.

DISASTER WORKER SPECIALTY SERVICES (VARIOUS DISASTERS)

Under general direction, incumbents in this class work independently on such things as complex and sensitive assistance cases and issues, structural damage assessments, repair cost estimations, and perform the more difficult work.

DISASTER WORKER STAFF SERVICES (VARIOUS DISASTERS)

Incumbents in this class work independently to provide staff support to ~~Disaster Worker (Management Services)~~ in the areas of administration, budgeting, business services, contracting, public information, and technical assistance. They may provide guidance, direction, and training to other workers.

~~DISASTER WORKER MANAGEMENT SERVICES (VARIOUS DISASTERS)~~

~~This is the full management level. Incumbents in this class are responsible for planning, organizing, and directing the Federal and State relief and recovery operations during declared disasters within the State.~~

MINIMUM QUALIFICATIONS

DISASTER WORKER CLERICAL SERVICES (VARIOUS DISASTERS)

One year of clerical experience.

DISASTER WORKER SPECIALTY SERVICES (VARIOUS DISASTERS)

Two years of technical experience processing various assistance case claims, or making structural damage assessments, or appraising home and properties, or repair cost estimations.

DISASTER WORKER STAFF SERVICES (VARIOUS DISASTERS)

One year of experience performing analytical staff duties in a staff services function such as administration, budgeting, personnel, or other related areas.

~~DISASTER WORKER MANAGEMENT SERVICES (VARIOUS DISASTERS)~~

~~One year of experience performing supervisory or management duties in a staff services function.~~

KNOWLEDGE AND ABILITIES

DISASTER WORKER CLERICAL SERVICES (VARIOUS DISASTERS)

Knowledge of: Modern office methods, supplies, and equipment.

Ability to: Perform clerical work, including ability to spell correctly, use good English; make arithmetical computations; operate various office machines, including a typewriter; follow directions; evaluate situations accurately and take effective action; ~~read and write English~~ and communicate effectively at a level required for successful job performance.

DISASTER WORKER SPECIALTY SERVICES (VARIOUS DISASTERS)

Knowledge of: Appraisal methods, procedures, and terminology involved in appraising homes and properties, applicable laws, rules, regulations, and policies related to area of expertise.

Ability to: Analyze situations accurately and take effective action; reason logically; interpret applicable laws, rules, regulations, and policies in the analysis and development of claims; and prepare reports.

DISASTER WORKER STAFF SERVICES (VARIOUS DISASTERS)

Knowledge of: Principles of public administration management and supportive staff services such as administration, budgeting, personnel, and management analysis.

Ability to: Analyze situations accurately and take effective action; reason logically; develop and evaluate alternatives; analyze data and present information in writing and orally; and prepare effective reports.

~~DISASTER WORKER MANAGEMENT SERVICES (VARIOUS DISASTERS)~~

~~Knowledge of: Principles of public administration; principles and practices of supervision, development, and training; program management and evaluation; governmental functions and organization at the State and local level; the department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.~~

~~Ability to: Analyze situations accurately and take effective action; develop and evaluate alternatives; analyze data and present information in writing and orally; consult with and advise administrators on a variety of subject-matter areas; review and edit written reports; manage a complex staff services function; develop and~~

~~utilize available resources; effectively contribute to the department's affirmative action objectives.~~

#### SPECIAL PERSONAL CHARACTERISTICS

Ability and willingness to travel, work nights, weekends, holidays, and extremely long hours.

#### ADDITIONAL DESIRABLE QUALIFICATION

Experience used to meet minimum qualifications involves disaster-related work.

#### CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Disaster Worker Clerical Services (Various Disasters)	6/11/81	--	--
Disaster Worker Specialty Services (Various Disasters)	6/11/81	--	--
Disaster Worker Staff Services (Various Disasters)	6/11/81	--	--
<del>Disaster Worker Management Services (Various Disasters)</del>	<del>6/11/81</del>	<del>—</del>	<del>—</del>

#### DISASTER WORKER SERIES (VARIOUS CLASSES)

<u>Class Code</u>	<u>Classes</u>
8077	Disaster Worker Clerical Services (Various Disasters)
8079	Disaster Worker Specialty Services (Various Disasters)
8080	Disaster Worker Staff Services (Various Disasters)
<del>8081</del>	<del>Disaster Worker Management Services (Various Disasters)</del>

Classes established for each of the following studies:

1. 1991 East Bay Firestorm  
Effective 4/21/92
2. 1993 Southern California Firestorms  
Effective 11/16/93
3. 1994 Southern California Northridge Earthquake  
Effective 1/19/94
4. Winter Storms' 1995  
Effective 3/21/95
5. Late December Storms, 1996  
Effective 3/4/97